

Division of Behavioral Health Services

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TO: RBHA CEOs and TRBHA Directors

**FROM: Laura K. Nelson, M.D.
Acting Deputy Director**

**Margaret Russell
Bureau Chief of Policy**

SUBJECT: POLICY CLARIFICATION: Inmate of Public Institution Notification

DATE: June 9, 2008

This memorandum is intended to clarify T/RBHAs and T/RBHA provider responsibilities for notifying AHCCCS when an AHCCCS eligible behavioral health recipient has become an inmate of a public institution.

AHCCCS has implemented an electronic inmate of public institution notification system developed by the AHCCCS Division of Member Services (DMS). If a member is eligible for AHCCCS covered services during the service delivery period, ADHS/DBHS is obligated to cover the services regardless of the perception of the members' legal status.

In order for AHCCCS to monitor any change in a members' legal status, T/RBHAs and their subcontracted providers will need to notify AHCCCS via e-mail, when they become aware that an AHCCCS eligible member is incarcerated. AHCCCS has established email addresses for this purpose. Please note that there are two separate e-mail addresses based on the members' age. For children under 18 years of age, please use DMSJUVENILEincarceration@azahcccs.gov. For adults age 18 years and older, please use DMSADULTIncarceration@azahcccs.gov

Notifications must include the following member information:

- AHCCCS ID;
- Name;
- Date of Birth;
- Incarceration date;
- Name of public institution where incarcerated.

Please note that Providers do **not** need to report members incarcerated with the Arizona Department of Corrections.